

CHIEF OF FIRE PREVENTION

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises a responsible supervisory and administrative position, the primary duty of which includes the organization and direction of the Fire Prevention Division of the fire department. The Chief of Fire Prevention supervises Fire Prevention Officers and is responsible for managing all operations of the Fire Prevention Division, including inspections, investigations and public fire education. The employee of this class oversees inspections and investigations conducted by division personnel. The Chief of Fire Prevention has the authority to work with a high level of independence, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operations of the Fire Prevention Division, including inspections, investigations, and public fire education. Conducts research and oversees the planning for programs and activities of the division. Sets goals and objectives for the Fire Prevention Division and recommends management policies relating to fire prevention. Monitors and evaluates local conditions which may become fire or safety hazards. Evaluates new laws, regulations and court rulings relating to fire prevention operations to determine if changes in division policies and procedures are needed.

Supervises subordinates by reviewing work to be done and delegating assignments for the effective operation of the division. Outlines responsibilities and duties, and sets priorities and long term goals for subordinates. Counsels employees who are experiencing work problems and handles employee complaints and grievances. Maintains discipline among department employees by conducting corrective interviews and recommending disciplinary action to the Fire Chief.

Prepares for an inspection by reviewing previous inspection reports, building plans and applicable codes. Contacts the owner or occupant upon arrival at inspection site, obtains permission for the inspection, and gives a briefing detailing the inspection process. Inspects interior and exterior of buildings in order to collect information to be used in determining fire safety and compliance with applicable fire codes. Takes photographs and makes a field sketch of an inspected building, including pertinent information such as floor plans, building dimensions, location of

fire hydrants, and permanent objects of importance.

Supervises and conducts inspections of the functional aspects of fire detection and alarm systems. Assesses occupant load of a building and inspects to see if the means of egress are sufficient. Inspects fixed and portable fire extinguishing equipment, including standpipe systems, to ensure proper location and performance levels. Performs inspections of heating, ventilating, and air conditioning to ensure compliance with applicable codes and standards. Conducts inspections of storage sites for flammable and combustible liquids, hazardous materials, equipment and systems for handling, transferring, and transporting of hazardous materials.

Completes a report on each fire inspection outlining conclusions reached and recommendations made as a result of the findings and reviews such reports written by subordinates. Enforces fire prevention codes and ordinances by reinspecting premises in which violations were identified, and, if necessary, by issuing citations, fines, or court summonses or stop work orders. Discusses inspection findings with building owners or managers, and makes recommendations for corrective action.

Supervises and investigates structural and vehicular fires, determining the origin and cause of such fires. Secures the fire scene and restricts access to prevent removal, damage, or contamination of evidence. Examines the interior, exterior and the surrounding area of the fire structure in order to identify the heat source and the combustible materials. Searches for, identifies, and collects evidence of possible arson in order to preserve evidence for analysis and to protect the chain of custody for later use in court. Interviews firefighters and witnesses to collect information about circumstances that may have been noted before or during the fire. Uses the evidence collected, determines whether the fire was the result of natural causes, carelessness, or arson. Collects information, makes extensive notes, takes photographs, and makes sketches and diagrams of the interior and exterior of the building to provide an accurate record and evaluation of the fire.

Completes a report on each fire investigation outlining the conclusions reached by investigating personnel concerning the cause of the fire. Communicates with the public prosecutor's office and other law enforcement or arson investigation agencies to exchange information about pending cases. Secures and executes arrest warrants. Testifies in court when required. Prepares for court testimony by reviewing the laws of evidence and all relevant information about the case.

Educates the public about fire hazards and the conditions which may increase the possibility of the occurrence of fire. Identifies the most important local fire problems, determines the content and format of fire safety messages, and produces instructional materials to be distributed and used in training programs for fire safety. Oversees fire drills for businesses, educational, and

assembly occupancies, reviews evacuation plans and instructs personnel responsible for assisting with the drill.

Provides on-the-job training for fire department members in the division, including explaining policies, procedures, and rules, and providing assistance in technical areas of work.

Makes decisions and establishes policy concerning what information should be included in all records and reports of the Fire Prevention Division. Supervises the preparation and maintenance of records or reports by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping such. Compiles, organizes, and analyzes data needed, and writes reports for the documentation of division activities. Completes fire investigation reports and any other forms and records assigned. Receives and determines if requests for the release of fire prevention records meets applicable laws and departmental policies. Receives and processes appeals from the public for exemptions from provisions of fire codes.

Evaluates division needs and recommends the purchase of equipment for use in the Fire Prevention Division. Complies with the department's purchasing procedures by developing appropriate specifications for use in the bidding process. Maintains inventory and orders supplies and equipment for the division. Writes requests for grants and administers grant-funded projects, managing funds and assuring that conditions specified in the grant are met.

Responds to questions from the public about the operation of the fire prevention division or any related areas of fire prevention services. Receives and responds to questions and complaints from the public on hazards or possible fire code violations. Serves as division representative to the news media, releasing information and answering questions concerning the work of the division. Participates in conferences and other educational meetings, and studies current literature to keep informed on modern fire prevention practices.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to

perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Prevention Officer for at least five (5) years immediately preceding closing date for application to the board.

Must be state certified as a Fire Inspector II from the Louisiana State Fire Marshal's office.